

<p><i>What happens if I need to change the grant I receive?</i></p> <p><i>Grant funds can be reallocated for various uses. However, <b>prior</b> approval must be obtained from KDHE.</i></p> <p><i>The grantee must submit any requests for time extensions in writing to KDHE at least <b>six weeks</b> <b>PRIOR</b> to the ending date of the fiscal reimbursement period.</i></p> <p><i>A grant may be canceled if the grantee does not accept the grant award within 45 days of being issued.</i></p> <p><i>At least one interim and one final report accounting for the funds and describing the project progress are required.</i></p> <p><i>It is important to keep KDHE informed as to the status of the grant project</i></p>	<p><b>IF YOU RECEIVE A GRANT - ADDITIONAL INFORMATION FOR GRANT RECIPIENTS</b></p> <p>The following is important information for grant applicants should they receive grant funding from this program. It is the responsibility of the grantee to review the contracts and guidelines sent to them concerning grant requirements and to comply with these requirements. Please contact KDHE for any questions or clarifications regarding grant contract requirements.</p> <p><u>Reallocation and Time Extension of Grant Funds</u></p> <ol style="list-style-type: none"> <li>1) <i>Transferring funds from one category to another.</i> The grantee has some flexibility in transferring funds from one category to another. <b>However, PRIOR approval must be received.</b> The grantee must submit a written request to KDHE requesting the reallocation with an explanation of why the reallocation is needed. <ul style="list-style-type: none"> <li>• The budget categories as submitted with the application are: Salaries, Travel, Supplies, Capital Equipment, Professional Services and Other.</li> <li>• KDHE staff has the authority to approve or deny minor reallocation requests. The Governor's Solid Waste Grants Advisory Committee must approve significant reallocation requests.</li> </ul> </li> <li>2) <i>Spending excess grant funds.</i> If a grantee is able to complete the grant project for less than the grant amount awarded, the grantee may make a written request to KDHE to spend the excess funds on items within the scope of the original project. <i>Items not included in the original grant proposal cannot be purchased without prior written approval from KDHE.</i> <b>Anytime the grantee is unsure if prior approval is needed before expending grant funds, KDHE should be contacted for verification.</b></li> <li>3) <i>No-cost time extensions for grant contracts.</i> The grantee must submit requests for time extensions in writing to KDHE at least <u>six weeks</u> PRIOR to the ending date of the contract's fiscal reimbursement period. <b>Requests for no-cost time extensions received after the end of the contract's fiscal reimbursement period will not be considered.</b> No-cost time extension approvals are at the discretion of KDHE.</li> </ol> <p><u>Cancellation or Termination of Grant Contracts By KDHE</u></p> <ol style="list-style-type: none"> <li>4) Any grant may be canceled if the grantee does not accept the grant award within 45 days of being issued.</li> <li>5) Grants <b>may be terminated</b> if it is determined that there has been no substantial performance, or there is substantial evidence of fraud, gross abuse or corrupt practices.</li> <li>6) The early closure of a grant contract and return of funds may be forced by unavailability of state funding or significant changes to the original KDHE approved grant proposal, particularly in the later months of the fiscal year.</li> </ol> <p><u>Financial Accounting and Reporting Requirements</u></p> <ol style="list-style-type: none"> <li>7) Grant recipients will be required to present at least one interim and one final report accounting for the funds and describing the grant project progress.</li> <li>8) Funds will be disbursed with retainage and reporting requirements.</li> <li>9) All applicants must certify that all proposed activities will be carried out; that all grant money received will be utilized solely for the purposes for which the grant is intended; that the grant project will be documented for both accounting and program progress purposes; and that the documentation will be maintained and submitted when requested.</li> </ol> <p><b>All financial reports need to reflect Generally Accepted Accounting Principals.</b></p>
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